

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES
May 11, 2018

The meeting was called to order by Chairman William Weimer at 6:01 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan

Board Members absent:

None

Staff present:

Erin Masker, Township Secretary and Meredith Thompson, Asst. Business Manager

Staff absent:

Patrick Armstrong, Solicitor

Announcements:

Mr. Weimer announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and city before speaking.

1. Public Input

Nothing was heard

2. Veterans Memorial Ceremony

- Budget
- Brainstorming
- Speakers/Guests
- Task List

Mr. Weimer stated that he called this meeting to make sure that everyone is on the same page with the way this day will be handled which includes the actual unveiling as well as the guest list and other items, as it was his understanding that H. Smith and D. Pope would be handling the event as they have been the voice of the project. D. Pope stated that they would like to purchase a wreath stand and a wreath to have placed at the memorial by the Ladies Auxiliary of Posts 509 and 3448. Ms. Ruiz-Smith stated that Walter Price is willing to donate the wreath and stand, and asked that D. Pope get her the information and she will tell him how much it is, the Board agreed that the ordering will be handled through the VFW. H. Smith asked if DPW could make two handicap spots by the path to the memorial. H. Smith stated that we will need someone to sing the National Anthem and play Taps. H. Smith told D. Moyer that there is some work that needs to be done out by the memorial due to the rocks in the dirt from the sewer line work that his company completed. H. Smith stated that this is not to be a political event, it is for the veterans past, present and future to be honored, the Board agreed.

Ms. Ruiz-Smith presented the Board with an outline of tasks and items that will need to be taken care of as well as the staff and Board members that will be responsible for them. After some discussion it was decided by the Board that there would not be a meal served, but instead cookies, donuts, coffee, tea and a cold drink such as iced tea or lemonade which are being donated by an anonymous individual would be served inside the Historical Society Building. The sound system will be provided by One Living Hope Church as well as the Pastor singing the National Anthem and God Bless America. Ms. Ruiz-Smith will coordinate these items as well as the playing of Taps by the

PMSD Band if possible and the media aspect of the event. Potential guest speakers for the event will be Congressman Matt Cartwright, Sgt. Major Mark Baylis, General Anthony Carelli, B.C. the Colonel of the Tobyhanna Army Depot, Frank Zardecki, and Lisa Kaye of Veterans Affairs with the keynote speaker being either Frank or the Colonel. The VFW Chaplain will give the prayer at the beginning and end of the ceremony. The Welcome speeches will be delivered by Mr. Weimer, D. Pope and H. Smith. Mr. Weimer and DPW will take care of the logistics for the event as well as providing the gators for transportation and hand held radios for communication. D. Pope and Mr. Lamantia will also be bringing their golf carts for transporting guests as well. D. Pope stated that he will speak to Gotta Go about donating porta potties. The guest list was discussed and it was determined who would receive a flyer invitation and who would receive a formal invitation. Ms. Masker and Ms. Colgan will handle the invitations. D. Pope will work on the timeline for the event. Ms. Ruiz-Smith will be making a custom cover for the monument. The event will be held rain or shine with the library conference space as a backup which has already been reserved. Folding chairs will be needed and provided by the Township, Fire Co, and Historical Society. A place setting for the missing soldier will be set at the ceremony, D. Pope will check with the historical society to see if they have one available. Mr. Weimer will speak to Pocono Twp. VFC about sending a ladder truck up to fly the larger flag at the entrance to the parking lot.

Ms. Colgan made a motion second by Ms. Kelly to authorize a budget for the Veterans Memorial Ceremony not to exceed \$1,000.00.

- **Discussion:** D. Pope thanked the Board again for their support on this project.
- **Vote:** All in favor, motion passes.

3. Other Business

Ms. Kelly made a motion second by Mr. Lamantia to authorize the payment of the People's Security Bank credit card and replenishment of Petty Cash in anticipation of Ms. Rosendale, Township Treasurer being on a leave of absence for medical beginning on May 17, 2018.

- **Discussion:** Ms. Kelly stated that these items will also be listed on the bill packet for the next meeting.
- **Vote:** All in favor, motion passes.

Ms. Colgan stated that she received a call from Savvy Citizen which was a vendor at PSATS and they would like to do a presentation at a Board of Supervisors work session stating that they will send over the power point presentation and have to conference call in as they are not located close by. Chairman Weimer suggested that they be added to a future meeting where time allows.

Ms. Ruiz-Smith asked Ms. Colgan for the contact information for the Liberty Travel Station so that she can contact them regarding their interest in putting in a truck stop, with Ms. Colgan responding that she will get her that information when they are available as they recently had a death in their family and are opening other travel centers currently.

Mr. Weimer stated that he and Ms. Thompson had a meeting with Cork and another gentleman from Permit Manager re: software to assist in road maintenance and repairs as well as the MS4 report in the future. More information will be coming forth on this system as he and Ms. Thompson both believe it will be beneficial to the Township.

Ms. Kelly stated that when Ms. Mills returns the Controller report will be presented to the Board as in the past, stating that the Genco building was sold to Fedex and there was a significant amount of tax money deposited into the bank account which Ms. Rosendale spoke to Ms. Mills about and part of the money was transferred into the rainy day fund.

4. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Lamantia to adjourn.

- **Vote:** All in favor, motion passed.

Meeting adjourned at 7:50 pm.

NEXT REGULAR BOARD MEETING: Wednesday, May 16, 2018 at the Coolbaugh Township Municipal Office meeting room.

- Work Session- 6:00 pm
- Business Meeting – 7:00 pm

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____